

**RESOLUTION NO. R2015-18**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA AMENDING POLICY 5.2 COMPENSATION PLAN OF THE CITY OF WILDWOOD PERSONNEL RULES AND REGULATIONS, AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City of Wildwood has determined there is a need to revise the personnel rules and regulations or employees of the City of Wildwood to address employee time sheets.

**NOW THEREFORE, BE IT RESOLVED**, by the City Commission of the City of Wildwood Florida:

**SECTION 1:** Policy 5.2 D. 8. (Cost of Living Increases) is revised to add wording regarding when probationary employees are eligible to receive the Cost of Living Increase, as attached.

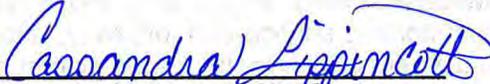
**SECTION 2:** This Resolution shall take effect immediately upon its final adoption by the City Commission of the City of Wildwood, Florida.

**PASSED AND RESOLVED** this 24th day of August, 2015, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

  
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Ed Wolf, Mayor

ATTEST:

  
Cassandra Lippincott, City Clerk

**Policy 5.2 COMPENSATION PLAN.**

- A. **SUBJECT.** Creation of a compensation plan.
- B. **PURPOSE.** To provide a plan for compensation of City employees.
- C. **POLICY.** To promote uniform application of compensation so jobs within the classification plan and compensation are administered in a uniform manner. The Compensation Plan shall include:
1. A basic table of pay rates.
  2. The schedule of salary grades for each title in the classification plan consisting of minimum and maximum rates of pay and intermediate steps. Each employee shall be paid at one of the rates set forth in the pay plan for the class of position in which he/she is employed.
  3. The compensation plan may be coordinated with or overlap the classification plan.
  4. The compensation plan includes levels of compensation that the City would like to offer employees and plans to offer if funds are available but all raises and salaries are subject to budget consideration. If the Commission determines there are insufficient funds to stay within the plan, it may change the salary grades.
- D. **PROCEDURE.**
1. **Development and Maintenance of Salary Grades -** Salary grades shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:
    - a. Grades of pay for other classes.
    - b. Relative difficulty and responsibility of positions in the class.
    - c. Availability of employees in particular occupational categories.
    - d. Cost of living factors; the financial policies of the City, other economic conditions; and budgetary constraints.
- The minimum and maximum of each salary grade shall be those rates in the basic salary schedule which most nearly reflect these conditions and factors.
2. **Salary Grades -** Salary grades are intended to furnish administrative flexibility in recognizing individual differences between positions, in providing the employees with incentive in rewarding employees for meritorious service and longevity, and in meeting emergency conditions requiring pay adjustments. Prior to the preparation of each annual budget, and at other times as may be necessary, the City Manager shall make cause to have made such comparative studies as he deems to be necessary relative to the factors affecting the level of salary ranges.
  3. **Salary Increases based upon merit –** Except for cost of living increases which may be considered by the Commission on an annual basis, salary increases within appropriate pay grades shall be on the merit and fitness of the employee. A department head may recommend salary increases of more than one step and more frequently than once in a twelve-month period by preparing a special personnel evaluation specifying the employee's exceptional performance. Salary increases or decreases resulting from the overall adjustment of salary grade shall not prevent increases within a grade in

accordance with this section. Any salary increases must be within the budget for the year for the department in which the increase occurs.

4. Entrance at the Minimum

a. Normally the minimum rate of pay for the class will be paid to a qualified person on his original appointment to a position. However, the department head may submit, in writing, to the City Manager a statement of unusual circumstances that may exist which warrant employment at a higher rate in the pay grade.

b. A trainee may be hired below the minimum rate of pay for the class. An employee designated as a trainee will be so identified by the placement of a parenthetical immediately preceding his/her class, e.g., (T) Secretary II.

Upon satisfactory completion of probationary period, the pay grade of a trainee may be adjusted to the minimum rate of pay for the class upon the recommendation of the department head.

5. Pay Rates in Transfer, Promotion or Demotion

a. If the employee is promoted to a class with a higher pay grade, he/she should be placed in that step of the new pay grade which provides for at least an equivalent dollar amount to what the employee was making at the lower classification plus an increase of up to one step in the pay grade for the new class.

b. If any employee is transferred to a class of work in the same pay grade or less, the employee should receive no salary increase at the time of the change.

c. If the employee is demoted into a class of a lower pay grade, he/she should be placed into an appropriate step within the new pay grade as determined by the department head concerned.

6. Pay for Part-time Work - Whenever an employee works for a period less than the regular established number of hours per day, days per week, or weeks per month, the amount paid shall be proportionate to the time actually employed for the class. This provision does not apply to executive or administrative employees.

7. Hourly Rate - The City Manager may determine what hourly rates of pay are to be used for certain individual positions within classes that are normally paid on a salary basis, when conditions of employment, in his opinion, warrant such action. The position description does not constitute an employment contract between the City and the employee and is subject to change as the needs of the City and the requirements of the job changes.

8. Cost of Living Increases – Cost of living increases may be considered by the Commission on an annual basis based upon increases in the cost of living if the Commission determines the City is financially able to make such a salary increase. A cost of living increase shall be applied across the board to all salary grades in the same percentage. Probationary employees must successfully complete 6 months of probation by September 30<sup>th</sup> to be eligible for the Cost of Living Increase when given.

EFFECTIVE DATE: August 24, 2009  
LAST REVISED: October 1, 2015